



PARK HALL  
ACADEMY

# Park Hall Academy



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**Job Title:** Learning Support Assistant

**Salary Band** Band C-SCP 8

**LINE MANAGER:** SENCO

## Overall Responsibility

- To support children with Special Educational Needs within the School as directed by the SENCO.
- To assist the SENCO in the administration of the Code of Practice and the department generally.

## Specific Duties

### Supporting Pupils

- To be responsible for and supporting named statemented pupils with Education Health and Care Plans.
- To be aware of the specific needs of the pupils and develop an understanding of these difficulties
- To aid the effective learning of children by:
  - Clarifying and simplifying instructions;
  - Ensuring pupils are able to use the materials provided and amending them if necessary;
  - Motivating and encouraging pupils;
  - Assisting in areas of weakness such as handwriting, reading, spelling;
  - Helping pupils to complete homework and classwork;
  - Encouraging the pupils to develop independent learning habits;
  - Liaising with the class teacher to devise suitable alternative learning activities if required.
  - Mentoring pupils who are looked after by the Local Authority, to ensure they achieve good academic and social outcomes.
- To work with Department/s by:
  - Reviewing schemes of work
  - Differentiating work for all ranges of abilities
  - Plan and negotiate with staff to ameliorate any difficulties experienced by children with Special Educational Needs.
- To take responsibility for specific areas of self review within the department to support the ongoing improvement of students' learning experience within Arden and to underpin departmental improvement.

- To support the extended school learning activities/interventions as designated by the SENCO.

### **Supporting the SENCO**

- Keeping records of pupil progress and work undertaken.
- Administer testing
- Helping to update the SEN register
- Contribute to the collection of information for reviews of pupil progress.
- Communicating with parent/carers and other professionals as appropriate
- To attend relevant in-service training.
- Attending regular departmental meetings to monitor the work of the department.
- Attending staff briefings (if in school)

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Equality Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of the Headteacher.